

The School of American Ballet

AT LINCOLN CENTER

FINANCE ASSISTANT (PART-TIME)

The Finance Assistant is a part-time position that will support the Finance department (three full-time staff) in both on-going activities and special projects. Reporting to the Director of Finance, activities of the Finance Assistant will include:

- Assist with preparation of annual operating budget, including preparation of budget schedules and calculation of departmental allocations
- Prepare monthly operating budget reports for staff and Board, and prepare quarterly financial statements
- Prepare monthly bank reconciliations
- Prepare general ledger account reconciliations and assist with year-end audit preparation
- Participate in implementation of new accounting system
- Prepare miscellaneous invoices and reconcile petty cash
- Provide back-up for accounts payable and deposits in absence of Business Manager

Required Knowledge, Skills, Abilities: Strong accounting and reporting skills; Bachelor's degree preferred. 2 years related experience desirable, preferably with not-for-profit accounting. (Outstanding current accounting, finance or arts administration students considered.) Must be very detail oriented with excellent communication, organizational and office skills. Strong Excel skills and experience with accounting software (Financial Edge particularly helpful, but not required).

This position is expected to require 12-18 hours per week; scheduling is flexible.

Submit resume and cover letter indicating hourly salary requirement to finance@sab.org or fax to 212-769-4897. No phone calls please.

The School of American Ballet is an equal opportunity employer.

4/17/08